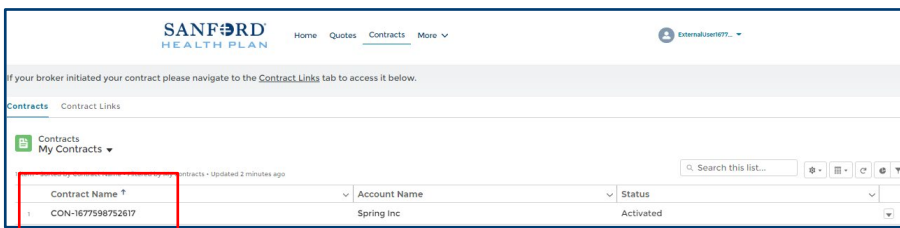# Employee Enrollment
Employee Changes

Description: This job aid provides steps to update an existing employee's information including marriage, birth, retirement, spouse employment status, other.
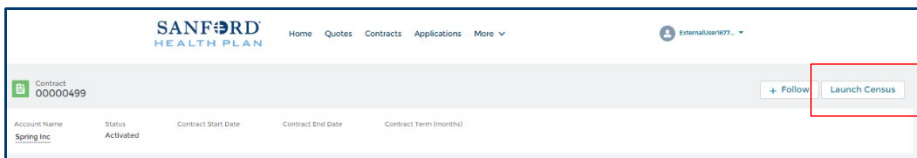
1 From the "Home" screen, click the "Contracts" button.
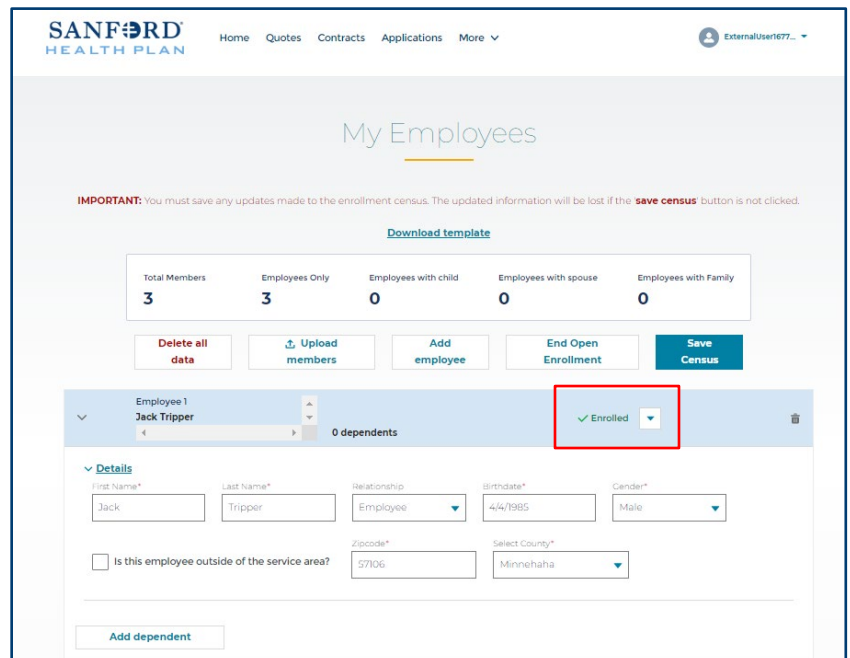

2 Locate the Employer Contract under "My Contracts" where the member is employed and click the contract name.

3 You will now see the Employer Contract. In the upper right corner, click on the "Launch Census" button.

4 Locate the employee that needs changes. From the Enrolled button drop down, select "Make Changes / Special Enrollment".

5

You should now see the "Change Request" screen. To make changes, you must have a qualifying life event and all changes must be requested within 31 days of the date of event.

Select reason for change and date of request. Based on reason selected, enter required fields. Select the "Next" button.

6

You will be asked to verify the employee's information. Select "Continue".

7 On the Current Spouse &
Dependent Information Page,
you will verify the information.
Select "Next" to move forward.

8   You should now see the "Add New Spouse or Dependents" page. If you need to add a baby (birth, adoption, or permanent foster) or spouse. Click on the "Add Button" and add new dependent. Make sure to hit the SAVE icon after making the changes.

9   Your changes have been updated.